SCHEDULE OF ACTIONS CONCERNING AUTHORS OF PAPERS TO BE PRESENTED AT TIP SPECIALISTS' MEETINGS

MID FEBRUARY

- Authors submit Extended Summaries of proposed contents of their Papers to the Panel Executive.

- Copies of Summaries of proposed contents are sent to the Meeting Director, Theme Coordinator, and the appropriate Session Chairmen and Reviewers who prepare comments upon them.

APRIL

- Programme arrangements for authors/titles finalised. Panel Executive writes to all authors with the revised details and any comments on their Extended Summaries.

MAY

- Meeting announcement prepared and sent to authors with details of location and accommodation.

AUGUST

- Authors send copies of their text to AGARD.

END SEPTEMBER

- Authors send 100 copies of their paper or the text of their presentation to the meeting site.

- Authors send camera-ready copy to AGARD.

AT MEETING

- Authors attend the Briefing Meeting before the start of the first day of the meeting. At the same time they meet their Session Chairmen and check on the use of the visual aids equipment.

15 NOVEMBER

- Final date for receipt by Panel Executive of any corrections to the camera-ready copy.

SPRING, FOLLOWING YEAR

- Conference Proceedings published by AGARD. Authors each receive two copies and ten copies of offprints of their own papers.

AGARD EXPERIENCE SHOWS THAT MANY OTHERWISE EXCELLENT
PRESENTATIONS HAVE BEEN RUINED BY INFERIOR VISUAL AIDS

PLEASE DON'T LET THIS HAPPEN TO YOU!

A FEW SIMPLE RULES MAY SAVE YOU AND YOUR AUDIENCE ...

- AGARD PREFERS 35 mm SLIDES in 5 cm by 5 cm (2 in by 2 in) MOUNTS. THESE GIVE THE BEST LARGE-SCREEN DISPLAY

- VU-GRAPH (OVERHEAD PROJECTOR) MATERIAL IS ACCEPTABLE,

    BUT,   UNLESS YOU HAVE ADEQUATE GRAPHIC SUPPORT, CONSIDER PREPARING YOUR VU-GRAPHS BY HAND USING A FELT PEN OR A GREASE PENCIL (PROTECT THE SURFACE BY COVERING WITH ANOTHER TRANSPARENT FILM IN THE SAME FRAME)

    A HAND-WRITTEN BUT LEGIBLE VU-GRAPH IS BETTER THAN AN ILLEGIBLE TYPEWRITTEN ONE.

- WHATEVER PROCESS YOU USE
    - KEEP YOUR GRAPHICS SIMPLE
    - USE SEVERAL SIMPLE SLIDES OR VU-GRAPHS RATHER THAN A SINGLE COMPLEX ONE
    - ROUND OFF FIGURES
    - KEEP CURVES SIMPLE
    - KEEP TITLES SHORT
    - PRESENT GENERAL RATHER THAN DETAILED EFFECTS

- ABOVE ALL, MAKE SURE YOUR CHARACTERS ARE LARGE ENOUGH TO BE READ FROM THE REAR OF THE HALL WHEN PROJECTED

- AVOID COLOURED BACKGROUNDS. USE COLOUR ONLY FOR EMPHASIS

- AVOID COMMERCIAL "GRAPH PAPER" AS BACKGROUND. IT PROJECTS AS A GREY TONE

- REMEMBER THE OPERATOR!
    - NUMBER YOUR GRAPHICS
    - MARK SLIDES WITH A COLOURED SPOT IN THE BOTTOM LEFT HAND CORNER WHEN THE SLIDE IS HELD SO THAT IT CAN BE READ AGAINST THE LIGHT

CHECK — ARE YOUR GRAPHICS
{
AS SIMPLE AS POSSIBLE ?

FREE OF UNNECESSARY DATA ?

UNDERSTANDABLE BY AN AUDIENCE SEEING THEM FLEETINGLY FOR THE FIRST TIME ?
}

● SEE OVER FOR MORE DETAILED SUGGESTIONS

THERE ARE MANY BOOKS AND PAMPHLETS AVAILABLE ON THE DESIGN OF VISUAL AIDS AND GRAPHICS, AND MANY WAYS OF SPECIFYING IMAGE AREAS, LETTER SIZES AND LINE WIDTHS IN RELATION TO PROJECTOR CHARACTERISTICS AND SCREEN SIZES. THE FOLLOWING SIMPLIFIED DATA MAY BE HELPFUL IF YOU DO NOT HAVE ACCESS TO PROFESSIONAL ASSISTANCE OR ADVICE.

GENERAL

Letraset (or similar) transferable letters, or characters drawn with Leroy or Wrico (or similar) lettering guides, are preferable to typewritten copy, either for slides or Vu-Graphs.

Black lettering or artwork on a white background is by far the most legible. Use colour only for emphasis in the form of underlining, spots, arrows, etc., or to distinguish curves.

If you must use a coloured background, reverse white (white characters on a coloured background) is much more legible than black on colour, but is harder to achieve.

35 mm SLIDES

If typed, use an electric machine with a carbon ribbon. Use a pica (10 characters to the inch) type face. Type in an image area 6.5 cm (about 14 typewriter lines) high and 9 cm (about 35 typewriter characters), wide. Do not use single space lines. Use $1\frac{1}{2}$ or double spacing.

For Letraset or drawn letters or for artwork, use an image area 14.5 cm high and 21.5 cm wide,. Characters should be at least 5 mm high. MAKE SURE THAT ORIGINALS OF THIS SIZE ARE LEGIBLE TO THE NAKED EYE WHEN VIEWED FROM A DISTANCE OF 2 METRES (6 FEET).

VU-GRAPHS

If you must type use only the largest (Orator) IBM "golfball" or similar face with characters about 5 mm high. **Normal typewriter faces are much too small for Vu-Graphs.** Use a carbon ribbon if possible, and arrange to 'touch up' characters if necessary to ensure sharp outlines.

AS A ROUGH GUIDE, VU-GRAPH ORIGINALS SHOULD BE LEGIBLE TO THE NAKED EYE WHEN VIEWED FROM A DISTANCE OF 2 METRES (6 FEET).